

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.18

Constructor Certification Commission Annual Planning Activities and Calendar

Policy – This policy is to be followed in planning for and conducting all Constructor Certification Commission activities in accordance with its Policies and Documents.

Responsibility – Constructor Certification Commission

Reference Commission Documents – All Constructor Certification Commission Polices and Documents

Procedures – The following procedures will be followed in planning for and conducting all Constructor Certification Commission business.

1. In conducting its business, the Constructor Certification Commission will utilized a Planning Calendar found at the end of this Policy. The activities needing to be accomplished by the noted month and day must be included as agenda items in the appropriate Commission meeting and be so documented in the minutes of the respective meeting.
2. Each of the activities in the calendar is associated with a designated Commission Policy or Document, Furthermore, most of the Policies have their own timelines that need to be adhered to in completing the designated activity associated with the respective Policy.
3. It is the responsibility of those being assigned to the completion of the designated activity to adhere to the procedures and timelines noted in the respective Policy associated with the calendar activity.
4. Any deviations from the noted dates must be approved by the Commission Chair at the appropriate Commission meeting and so noted in the meeting minutes.
5. [The Planning Calendar](#) must be reviewed at the end of each year by the Commission Chair and Certification Manager and any needed revisions made prior to January 1 of the next year.

Revision History

Latest Revision: 04/19/2023